



## JOB DESCRIPTION

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**JOB TITLE:** Housing Rehabilitation Coordinator

**DEPARTMENT:** Business Assistance & Housing Services

**REPORTS TO:** Senior Project Manager

**DATE:** April, 2009

**EMPLOYEE UNIT:** AFSCME

**Supersedes:** December 1997

**FLSA EXEMPT:** No

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**JOB SUMMARY:** Under general supervision of a Senior Project Manager, the Housing Rehabilitation Coordinator is responsible to coordinate programs for the preservation and rehabilitation of the City's housing stock, perform technical inspections for conformance with Federal and State standards applicable to the rehabilitation of residential and commercial properties, perform work as needed for the City and Redevelopment Agency Housing Programs, investigate and promote improvement of substandard housing conditions and removal of blight.

**CLASS CHARACTERISTICS:** This is a journey level classification responsible to understand, interpret, explain, and apply building codes and regulations, particularly as they apply to housing rehabilitation, and to deal effectively and flexibly with other City departments, regulatory agencies, homeowners, contractors, property owners, tenants, and concerned citizens. This classification requires individuals who have the ability to problem-solve solutions to housing or construction related issues while maintaining a high level of customer service. Additionally, a working knowledge of common real estate, construction, property management, and fair housing practices is also required.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Senior Project Manager and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Survey existing residential and commercial property conditions, prepare scope of work write-ups, cost estimates, contract bid documents and conduct on-going site inspections until completion of rehabilitation work.
2. Effectively communicate rehabilitation needs, program requirements, applicable housing or building codes and budgetary/cost issues to applicants and affected tenants.

3. Ensure compliance with applicable program requirements, building codes, and Federal and State regulations.
4. Mediate and problem-solve solutions to unanticipated problems that have developed in the field and work with other City departments, regulatory agencies, contractors, homeowners, tenants, and property owners to correct noted deficiencies.
5. Assist with researching documentation for housing rehabilitation projects.
6. Prepare detailed inspection reports, for residential and commercial properties.
7. Prepare scope of work, construction project schedules, sources and uses budgets as needed for projects.
8. Prepare correspondence, program materials, files, and maintain records.
9. Develop and administer, and periodically assist with the update of Rehabilitation program guidelines and program material to ensure viability and concurrence with City's housing needs.
10. Process applications and verify eligibility for City/Agency Affordable Housing Programs including but not limited to the BMR and Rehabilitation programs.
11. Maintain knowledge of applicable Federal, State, and local codes and regulations related to Housing, Construction, and Property Management Standards such as regulations regarding A.D.A., Fair Housing Act, Mobile Home regulations, building permit requirements etc.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Graduation from high school or equivalent.
2. At least five years experience in direct building trades or property management.
3. Training and experience sufficient to have acquired technical expertise in residential and commercial rehabilitation or property management.
4. College-level course work in a related technical curriculum is desired.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. California contractor or an appropriate license or certification is desired.

**Other Requirements:**

1. Willingness to work out-of-doors in varying weather conditions.
2. Physically capable of sustaining walking, standing, climbing and lifting.
3. Bilingual (Spanish) is desired.

**Knowledge of:**

1. Applicable City, County, State, and Federal laws, codes, ordinances and regulations.
2. Building inspection and code enforcement methods and techniques.
3. Bidding and contracting best practices standards.
4. Typical construction and rehabilitation methods and materials, and best management practices.
5. Objectives of assisted housing conservation and preservation programs.
6. Basic principles of general contracting and cost estimating budgeting and project scheduling.
7. General Affordable Housing Programs and projects.
8. Basic loan documentation and processing.

**Skill in:**

1. Interpreting, applying, and explaining complex codes, laws, regulations and City Program Guidelines to a wide range of community members, property owners, tenants, contractors, public agencies, and other City departments.
2. Reading and interpreting construction plans and specifications.
3. Detecting housing hazards and recommending corrective actions.
4. Performing arithmetic computations related to cost estimating and maintaining electronic files such as spreadsheets and word processing documents.
5. Coordinating work with contractors, architects, property managers, property owners and other project related stakeholders.
6. Problem-solving solutions related to construction, scheduling, and or budgetary or regulatory constraints.
7. Documentation of project related expenses and budgetary expenditures.
8. Effective time management.
9. Use of common office software including Microsoft Office.
10. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Exercise tact, resourcefulness, sensitivity, and persuasion in dealings with variety of individuals from a broad socioeconomic and culturally diverse base.
2. Ability to maintain confidentiality of personal and financial information submitted by program applicants.
3. Maintain program files and project documentation.
4. Gain the cooperation and compliance of individuals and organizations.
5. Establish and maintain working relationships with those contacted in the course of the work.
6. Prepare clear and concise progress and documentation reports.
7. Make effective presentations to individuals and small groups interested in City Programs.
8. Make effective use of time through good time management techniques.
9. Perform typical work duties independently with only minimal supervision.
10. Coordinate the work of administrative support, temporary employees, or interns who may be

assigned to work on project teams lead by this position.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 60% indoors and 40% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction with possible exposure to rough electrical wiring, mechanical and chemical hazards, and irritants.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.